



JON S. CORZINE  
Governor

## State of New Jersey

Office of Homeland Security and  
Preparedness  
PO Box 091  
TRENTON, NJ 08625-0091

RICHARD L. CAÑAS  
DIRECTOR

### NOTICE OF JOB VACANCY

**Posting Number:** 06-14WS

An opportunity currently exists in the Office of Homeland Security & Preparedness within the unclassified service for candidates who meet the minimum job requirements specified below:

**TITLE:** Homeland Security & Preparedness Planner/Administrative Analyst 1

**SALARY:** \$62,116.67 - \$88,585.40

**LOCATION:** Office of Homeland Security and Preparedness  
PO Box 091  
Trenton, NJ 08625

**NUMBER OF POSITIONS AVAILABLE:** 2

**DESCRIPTION OF JOB:** Serves as a Homeland Security and Preparedness Planner responsible for the development of strategic, tactical and program plans relevant to homeland security and domestic preparedness initiatives including, but not limited to, statewide coordination and oversight of all activities in relation to domestic security preparedness; oversight of the comprehensive strategy developed by state, county and local agencies for the prevention, protection, response and recovery from terrorist attacks as well as natural threats; and monitoring the management and coordination of remediation and recovery plans. Candidate will offer technical assistance on the development of emergency operation planning and compliance with the grant application and expenditure process in accordance with State and federal guidelines. Analyzes grant documents and records for compliance, monitors project activities including personnel and equipment resources and creates reports for operational and funding plans. Directs a multi-jurisdictional strategy approach to pre-incident preparedness; chairs and/or participates on various working groups; and serves as a liaison to federal, state, municipal and private agencies to coordinate planning activities. Serves as a trainer to county Office of Emergency Management coordinators on the role of their offices and ensures compliance with the National and State Strategy for Homeland Security.

**REQUIREMENTS:** The ideal candidate will possess five (5) years of State government experience in the areas of grant, fiscal and budget operations with at least two (2) years in a supervisory capacity.

**Education:** Graduation from an accredited college or university with a Bachelor's degree.

**Experience:** Four (4) years of experience involving the review, analysis, and evaluation of budget, organization, administrative practices, operational methods, management operations, or data processing applications, or any combination thereof, which shall have included responsibility for the recommendation, planning, and/or implementation of improvements in a business or government agency.

NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in Public Administration, Business Administration, Economics, Finance, or Accounting may be substituted for one (1) year of indicated experience.

If you are interested in the above position, please send a letter, or email, (including posting number) and resume to Anita Bogdan, Chief Administrative Officer, Office of Homeland Security and Preparedness, PO Box 091, Trenton, NJ 08625 (or to [ohspresume@ohsp.state.nj.us](mailto:ohspresume@ohsp.state.nj.us)) no later than October 6, 2006.

This may be a lateral transfer / promotional opportunity depending on qualifications and experience of applicants. This department is committed to the principles and practices of Equal Employment Opportunities and Affirmative Action and the Americans with Disabilities Act.

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Chief Administrative Officer